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CATALOG ADDENDUM

Catalog 2011

1. Addition to the Catalog (Graduate Program SAP Policy)

Effective Date: July 1, 2011

SAP Policy – The following is in addition to the Undergraduate SAP Policy found on page 69:

The Art Institutes Graduate Programs Satisfactory Academic Progress Policy (SAPP)

Minimum Standards for Graduate Academic/Financial Aid Progress and Consequences for Failing to Meet Minimum Standards

The Satisfactory Academic Progress Policy ensures that all students are maintaining satisfactory academic progress towards successful completion of their academic programs. The evaluation points and milestones contained in the policy are meant to identify problems for which actions of early intervention and/or remediation can be taken. Most critical to this policy is a student's ability to enroll in and complete courses on a consistent and successful manner. This ability is measured in three ways: cumulative grade-point-average (CGPA); and incremental completion rate (ICR) within a maximum time frame (MTF). **Failure to complete courses successfully for any reason may negatively affect satisfactory academic progress. Failing courses or withdrawing from courses could result in the loss of financial aid and academic dismissal.** In order for a student to graduate, the minimum requirements are a CGPA of 3.0, 66.67% ICR, pass the Thesis Committee review, meet portfolio or other requirements as outlined by the student's degree program, and completion of the program in no more than 150% of total program credits and 5 years beginning with the first day of class.

Periods of attendance when a student does not receive Title IV aid are included in determining Satisfactory Academic Progress. Periods of Non Attendance are not included in determining SAP. While the terms Academic Warning/Financial Aid Warning and Academic Probation/Financial Aid Probation are used, the statuses apply to all students whether receiving financial aid or not.

Satisfactory Academic Progress Policies in the Pre-Thesis/Capstone stage.

1. At the **end of the first quarter**, students must achieve a grade point average of at least 3.0 and an ICR 66.67%. If a student fails to meet this milestone he/she will be placed on academic warning/financial aid warning.
2. For **all quarter evaluations** a student must achieve a minimum CGPA of 3.00 and an ICR of 66.67%. A student not achieving these minimum standards (and **has not reached** the thesis/capstone stage of his or her program) is placed on **academic warning/financial aid warning** for the next quarter. If a student who is already on **academic warning/financial aid warning** fails to achieve these milestones, s/he will be academically **dismissed** from the graduate program.

3. The student has **one quarter to improve** his or her cumulative grade point average (CGPA) or ICR to the mandatory level of at least 3.0 CGPA or ICR 66.67%. If a student fails to do so, the result is **dismissal** from the graduate program.

NOTE: If a student is on academic/financial aid warning for failing to meet the ICR and CGPA requirement, it will be very difficult for him/her to meet the CGPA and ICR milestones of 3.0 and 66.67%. In some cases the student may have to successfully complete all the courses attempted. A student should consult with his/her academic advisor or academic counselor on the exact requirements.

Achieving grades below a “B” during Pre-Thesis/Capstone stage.

1. Students in the pre-thesis stage of their programs who receive a course grade of “B” or less (excluding the grade of “W”), will be placed on **Academic Warning/Financial Warning** for the next quarter. The student will not be allowed to continue to the thesis/capstone stage of his program until the student retakes the course and passes with a grade of “B” or better in the subsequent term. If the student is unable to achieve a grade of “B” or higher upon re-taking the course, the student will be **dismissed**.
2. A student may **not have more than one instance of a grade less than “B”** during the entire program (excluding the grade of “W”). Upon achieving a second course grade that is less than a “B”, the student will be **dismissed**.

Passing the Mid-program Assessment/Approval to Thesis/Capstone Stage.

1. A **mid-program assessment** (typically, within the first three quarters of the program) of each student takes place to determine whether they will be accepted into the Thesis/Capstone stage of the program. This assessment occurs separately from a particular class and involves faculty from throughout the department. **Students must successfully** complete their mid-program assessments (as determined by the program director) prior to being accepted into the thesis/capstone stage of their programs. Unacceptable assessments will result in **academic warning/financial aid warning** for the following quarter.
2. The student has one quarter to resubmit and successfully complete the mid-program assessment. If at the second attempt, the student’s assessment is still unacceptable, the result is an immediate **dismissal** from the graduate program.

Allowable Academic/Financial Aid Probation.

Students may be on an **academic warning/financial aid warning status once and academic probation/financial aid probation only once, after successful appeal during their enrollment**. The student cannot earn a grade below B while on probation or the student will be terminated from the program with no further right to appeal. Students not meeting the minimum SAP requirements will be notified in writing by the campus registrar and a meeting with the

Dean of Academic Affairs. Students on academic warning/financial aid warning or academic/financial aid probation status are eligible for financial aid.

Thesis/Capstone Stage.

Thesis/Capstone stage of any graduate program refers to the point at which a graduate student has assembled and is working with an approved thesis committee on the written and/or project portion of his or her thesis. This stage usually commences after the mid-program review but may vary per program.

1. There **are no academic appeals for dismissals allowed** during the thesis stage.
2. If a student is in the thesis/capstone stage of the program and his or her cumulative grade point average falls below a 3.0 and 66.67% ICR, the result is immediate **dismissal** from the graduate program.
3. If a student is in the thesis/capstone stage of the program, the student **may not receive a grade less than a “B.”** The result of a grade lower than a “B” is immediate **dismissal** from the graduate program.
4. At the end of the program, each student is required to make a thesis presentation to his or her thesis committee.
5. Students have a maximum time limit of **five years** to complete their programs **from the first day of attendance** and 150% of the program length in credit hours whichever is less, to complete their programs.

Appeal Process for Academic Probation/Financial Aid Probation.

The process to appeal allows the student to request the opportunity to appeal a dismissal in writing; the reason for the appeal must be the result of mitigating circumstances; and documentation supporting a claim of mitigating circumstances must be provided and retained. The result of the appeal (appeal granted or appeal denied) must be provided to the student and catalogued in the Student Information System as well as the student’s academic file. As part of the appeal the student must document in writing why he or she did not meet SAP and what in the student’s situation has changed that will allow he or she to meet SAP according to a written academic plan.

If the student’s appeal is granted, he or she will be placed on Academic Probation/Financial Aid Probation for **one quarter** due to the shorter length of the program. Students are eligible to receive Title IV aid while on Academic Probation/Financial Aid Probation if he or she is otherwise eligible. Failure to meet the minimum CGPA and ICR milestones following the Academic Probation/Financial Aid Probation period will result in a **permanent dismissal**. If a student appeals and is denied the appeal, he or she must remain out of school until one year after the quarter in which the appeal was denied. The student may then request an additional appeal for reinstatement, but would have to demonstrate academic accomplishments or changes that show a degree of college readiness that reliably predict success. After being out of school, the applicant will have to meet the appeal requirements as stated in the first paragraph including

describing why the student failed to meet satisfactory academic progress before and what has changed to ensure that he or she will be able to meet satisfactory academic progress if re-admitted. Should the student have his or her appeal denied a second time, the student will be **permanently dismissed** from the institute. Students cannot be on academic probation/financial probation more than once during their enrollment.

The result of the appeal (whether granted or denied) will be provided in writing to the student and recorded in the student's academic file by the school.

Mitigating Circumstances for Appeal.

Following is a comprehensive list of events that indicate there may be a **Mitigating Circumstance** which has negatively impacted academic progress:

- Death of an immediate family member
- Student illness requiring hospitalization (this includes mental health issues)
- Illness of an immediate family member where the student is a primary caretaker
- Illness of an immediate family member where the family member is the primary financial support
- Abusive relationships
- Divorce proceedings
- Previously undocumented disability
- Work-related transfer during the term
- Change in work schedule during the term
- Natural disaster
- Family emergency
- Financial hardship such as foreclosure or eviction
- Loss of transportation where there are no alternative means of transportation
- Documentation from the School Counselor and/or a Professional Counselor

Deans of Academic Affairs are responsible for determining the appropriateness of the mitigating circumstance in regards to severity, timeliness, and the student's ability to avoid the circumstance. Any consideration of conditions outside of the list provided should be discussed with the EDMC VPAA. Student life issues and making the transition to college are not considered mitigating circumstances under this policy.

Documentation from the SAP program or professional counselor should not breach the student/counselor relationship and should remain confidential. A memorandum or letter on school or organizational letterhead indicating a counselor's opinion that student issues may be accommodated to ensure that the student will be able to meet satisfactory academic progress will suffice as proof of mitigating circumstances as well as a student's ability to meet satisfactory academic progress with accommodations from the institution.

Students are NOT allowed to appeal dismissals for violating the 150% completion rate.

The Metrics of SAP

Academic Grading System

The grading system incorporates letter grades, equivalent numeric values and letter codes as follows:

<u>Letter Grade</u>	<u>Quality Points</u>
A	4.0
A-	3.7
B+	3.4
B	3.0
B-	2.7
C+	2.4
C	2.0
F	0.0 *

*F does compute in the CGPA and does count as credit attempted.

Other Grade Codes worth Zero Quality Points:

CR = Credit through examination	Credits Earned/TR grade does not affect ICR/CGPA.
S = Suspension	Affects ICR/MTF/CGPA(Computes as an F)
NP = Not passing/Fail	Does not affect ICR/CGPA This grade designation is utilized to indicate that a student did not acceptably complete a non credited course
P = Proficiency Credit by Exam or Portfolio	Does not Affect ICR/MTF/CGPA
PA = Pass	This grade designation is utilized to indicate that a student acceptably completed a non credited course. Does not affect ICR/MTF/CGPA.
SP or SA = Satisfactory/Pass	This grade designation is utilized to indicate that a student acceptably completed a non credited course. Does not affect ICR/MTF/CGPA.
T = Termination from course	Affects ICR/MTF/CGPA (Computes as an F)
TR = External Transfer Credit	Grade designation utilize for transfer credits. This does not affect CGPA. They do impact ICR and MTF.
U = Unsatisfactory	Indicates that a student unsuccessfully completed a non-credited course. Does not affect ICR/MTF/CGPA.

WV = Waiver	Commonly used when waiving a remedial courses and does not affect ICR/MTF/CGPA
WX = Course was registered for but never attended	Self-explanatory and does not affect ICR/MTF/CGPA

Students receive grades at the end of each quarter. The grade report contains both the grade point average for the quarter (GPA) and cumulative grade point average (CGPA) for the program. When a course is repeated after failure, the grade earned upon repeating the class replaces the original grade in determining the grade point average, though the failing grade will still appear on the transcript.

Repeating Courses, Withdrawals, and Transfer Credits

Grades earned in repeated courses will replace grades of 'F', 'W', or 'WF'. Course credits with grades of 'F', 'W', or 'WF' are included in the maximum time frame (MTF) and incremental completion rate (ICR) requirements as credits attempted but not earned. Credits from all repeated courses are included as credits attempted. Transfer credits count in the ICR, MTF but not in the CGPA, and count as attempted and earned credits.

Changed Grade

When a final course grade has been established and recorded in the student record, the grade may not be changed without approval by both the Academic Department Director and the Dean of Academic Affairs. Only the final grade (not the original grade/code) will be computed in the grade point average. The final grade is the one that counts in the calculation.

Calculations

The Art Institute measures and records academic performance by computing the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) for each student, using the letter grades, four-point scale and credit-hour values. GPA is the average of grade points a student earns during one quarter. CGPA is the cumulative average of all grade points a student has earned over all quarters at The Art Institute.

Here is an example of how GPA and CGPA are computed: Imagine that a student is taking a total of two courses during one quarter. One course has a four credit hours value and the student earns an A. The second course has a three credit hour value and the student earns a B.

Remember, each letter grade carries a grade point value. Grade point values are multiplied by credit hours.

In this example:

$$A = 4 \text{ grade points} \times 4 \text{ credit hours} = 16 \text{ grade points earned}$$

$$B = 3 \text{ grade points} \times 3 \text{ credit hours} = 9 \text{ grade points earned}$$

To compute the GPA, divide the total number of grade points earned for the quarter by the total number of credit hours earned for the quarter.

In this example:

$$16 \text{ grade points} + 9 \text{ grade points} = 25 \text{ total grade points}$$

$$25 \text{ grade points earned} \div 7 \text{ total hours earned} = \text{student's GPA for the quarter, } 3.57, \text{ which is rounded to } 3.6.$$

A student's CGPA is computed in the same way by dividing the student's total grade points earned from all quarters/semester at The Art Institute by the student's total credit hours earned from all quarters at The Art Institute. (The CGPA is calculated by rounding up to the nearest

tenth if the last digit is 5 or greater. It is rounded down to the nearest tenth of the last digit if the last digit is less than 5. (Example: 1.95 = 2.0, 1.94 = 1.90)

Incremental completion rate is determined as follows (remedial credits do not count in this calculation):

$$\frac{(\text{EARNED CREDITS at the institution} + \text{TRANSFER CREDIT Accepted})}{(\text{ATTEMPTED CREDITS at the institution} + \text{TRANSFER CREDITS Accepted})}$$

The 150% MTF is determined as follows:

$$\frac{\text{TOTAL CREDITS NEEDED TO GRADUATE FROM THE PROGRAM} \times 1.5}{\text{TOTAL NUMBER OF CREDITS ALLOWED TO ATTEMPT.}}$$

Milestones and Evaluation Points for Satisfactory Academic Progress Grid

Pre- Thesis/Capstone Stage	Evaluation Point	Milestones	Required Action
	End of First Quarter	< 3.0 and 66.67%	Warning
	End of every Quarter	< 3.0 and 66.67%	Warning (if 1 st time)/ Dismissal (if on Warning Before)
	Every Quarter	Achieved a Grade of less than 'B' in a course (Excluding 'W')	Warning. Note: Student will not be allowed to continue to the Thesis/Capstone Stage until the course is retaken and passed with a grade of 'B' or higher.
	Every Quarter	Failure to achieve a Grade of 'B' or higher on a retaken course.	Dismissal

Pre-Thesis/Capstone Stage	Evaluation Point	Milestones	Required Action
	Every Quarter	Second Course earning less than a 'B'	Dismissal
Mid Program Assessment	Depending on Program	Failure to Provide an acceptable mid program assessment.	Warning (if first time) Dismissed, if second unsuccessful submission
Thesis/Capstone Stage	Every Quarter during Thesis/Capstone Stage.	< 3.0 and 66.67%	Dismissal
		Earns a Grade lower than a 'B'	Dismissal
Throughout the entire Program			
	Length of the Program	Exceeds the 5 year time limit to complete the program including Thesis	Dismissal
	Anything in excess of 150% MTF		Dismissal

Note: Graduate students can only be on Academic Affairs Warning/Financial Aid Warning and Academic Affairs Probation/Financial Aid Probation once during their enrollment.